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MEMORANDUM

TO: Human Resource and Payroll Directors

FROM: Ronnie Head, MACC, CPA
Deputy Constitutional Officer - Statewide Accounts Payable and Payroll

SUBJECT: Online W-2 Update

DATE: September 27, 2021

Our office is pleased to announce that online W-2 forms, beginning with calendar year 2020, are now available within the SCEIS Central portal (the “portal”). Employees may access, view, download and print W-2 forms, as needed. Training materials have been developed and are attached for your review. The *View Online W-2 Quick Reference Card* (QRC) is also available within MySCLearning by searching for “[SCEIS100V](#).” This course is intended to assist users with how to successfully navigate the SCEIS Central portal and covers all Employee Self-Service functions.

As communicated previously, paper W-2 forms for calendar year 2021 will be issued to each agency by January 31, 2022. All employees (*both active and those who separated with earnings in 2021*) **must** receive a printed W-2 for this year. Active employees will also have access to these forms within the portal. Going forward, employees will have the ability to elect to receive online forms only. Additional information on the election process will be provided in the coming months.

Agencies should continue to contact our office for reissue requests for tax years prior to 2020 and to assist separated employees with their reissue requests, as access to SCEIS Central is terminated upon separation.

Please share this important information with your employees and encourage them to use the self-service portal to access their W-2 forms going forward, in lieu of contacting the CG’s Office for reissues.

If you have any questions related to the provision of Online W-2 forms please contact our office.